

837003/98

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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Revised

**TITLE: UTILITIES ACCOUNTING MANAGER**

**DEFINITION**

Under direction, to plan, direct, supervise, and review utility financial, budget, and rate structuring activities; to provide professional and technical staff assistance; and to do related work as required.

**REPORTS TO:** Utilities Manager/Finance & Administration

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Utilities Manager/Finance & Administration. Exercises general supervision over professional, para-professional, technical, and clerical staff.

**EXAMPLES OF DUTIES**

- Assist in the development and implementation of goals, objectives, policies and procedures
- Participate in the financial planning of the Department including revenue bond financing and rate level determinations.
- Supervise the accounting and recording of cost of power and water supply.
- Supervise the development of supporting data and preparation of recommendations on electric and water rates.
- Supervise the development, justification, and administration of departmental operating and capital improvements budgets.
- Supervise the survey, research, and analysis of departmental fiscal, administrative, personnel, and operational activities.
- Assist in the coordination of Division activities with other City Departments and outside agencies.
- Supervise and participate in the preparation and presentation of a variety of statements, records, and reports.
- Supervise, train, and evaluate professional, technical, and clerical subordinates.
- Coordinate the Department's information systems activities.
- Develop and implement systems to ensure effective and economic use of the Department's assets.
- Coordinate the Department's internal and external auditing activities.
- Develop and implement financial plans that minimize the Department's cost of capital.
- Supervise the preparation of short- and long-term financial forecasts, including sales, costs, and fund balances.
- Develop performance measures and monitor cost of operations.

**QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of public utility organization and administration.
- Theories, principles, and practices of public utility financial planning and management, cost of service rate making, marginal cost rate design, and financial auditing.
- Principles and practices of general and fund accounting, budgeting, and computerized financial systems.
- Applicable regulatory codes and laws.
- Management and research techniques and procedures; and methods of report presentation.

**Ability to:**

- Plan, organize, supervise, and review public utility administrative, financial, budgeting, and accounting activities.
- Analyze and solve complex quantitative and qualitative problems.
- Assess and develop financial procedures and systems.
- Analyze a variety of administrative problems and develop effective solutions.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.

**Experience and Education:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: At least five years of progressively responsible supervisory and administrative experience in financial planning, analysis, or accounting.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in economics, finance, business or public administration, accounting, or a related field. A Masters Degree in Business or Public Administration or a related field is highly desirable.

**MEDICAL EXAMINATION CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Accounting Manager

**TO:** Utilities Manager/Finance & Administration